



City of Austin - JOB DESCRIPTION



Assistant Director, Parks & Recreation

FLSA:	Executives/2	EEO Category:	(10) Official/Adm
Class Code:	10872	Salary Grade:	E00
Approved:		Last Revised:	December 18, 2009

Purpose:

Administer and direct functions and programs of a multi-disciplinary municipal parks and recreation system and provide executive-level assistance and policy analysis to the Department Director. Plan, direct, and manage the service operations, budgets and personnel of multiple divisions; work is performed with considerable independence and latitude to allow professional judgment to be exercised in providing leadership and making decisions.

Duties, Functions and Responsibilities:

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

1. Assists the Director in managing the operations and direction for the department within the context of strategic goals and objectives.
2. Assists the Director in developing and maintaining policies and regulations pertaining to parks and recreation; ensures compliance with all local, state and federal regulations and laws governing department activities.
3. Manages and monitors a variety of operations to ensure success and implementation of City and departmental objectives.
4. Directs personnel and activities of one or more divisions related to recreational services and the operation of municipal parks and facilities.
5. Develops and oversees the implementation of long-range goals and strategies addressing the need for recreation facilities, and plans for the establishment of the facilities.
6. Prepares long-range planning and capital improvements.
7. Assists the Director in evaluating and improving existing programs and services, and in initiating new services as required to meet customer needs.
8. Reviews diverse divisional programs to set and adjust priorities and policies.
9. Establishes and monitors management controls for administration and fiscal procedures.
10. Prepares and helps administer operational budgets, and forecasts department revenues and expenses; oversees multiple funds including capital improvement project funds. Assists in identifying and accessing resources to improve overall service delivery effectiveness.
11. Attends public meetings (boards, commissions, City Council, neighborhood groups, etc.) and professional conferences as representative of the department. Identifies and responds to community concerns consistent with established policies.
12. Represents the City and department at public meetings and staff conferences.
13. Assists the Director in administering and overseeing service contracts, use/management agreements, and other similar documents pertinent to the operation of a municipal park system.
14. Prepares business planning reports, memoranda and correspondence on departmental policies and activities.

Responsibilities - Supervisor and/or Leadership Exercised:

Responsible for the full range of supervisory and management activities including selection, training, evaluation, counseling, and recommendation for dismissal. Provide management level leadership to implement the strategic goals and direction for the department.

Knowledge, Skills, and Abilities:

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Knowledge of the principles, practices and methods of park and recreation administration including business plan development.

Knowledge of municipal government budget planning and preparation, and public administration financing and purchasing regulations.

Knowledge of public relations, marketing and public information concepts and practices.

Knowledge of environmental regulations related to public lands, urban preserves, and recreational facilities and waterways.

Knowledge of development, maintenance and construction of recreation facilities; project management skills.

Knowledge of modern management and personnel principles and practices.

Knowledge of research techniques, methods, and procedures.

Skill in developing, implementing and evaluation various recreational activities and programs.

Skill in selecting, developing and evaluating staff to accomplish departmental objectives

Skill in communicating effectively orally and in writing to include public speaking

Skill in establishing and maintaining effective working relationships with other City employees, citizen groups and the general public.

Minimum Qualifications:

Bachelor's degree in Recreation and Parks Administration, Recreation and Resources Development, Public Administration or related field, plus five (5) years of progressively responsible upper management level experience in public parks or recreation programs or a related field.

Masters degree may substitute for two (2) years of experience.

Licenses and Certifications Required:

None.

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.